

Instructions for Completion of 2001-2002 Annual License Renewal Application

(Bingo, Lottery by Pickle Card, and Lottery/Raffle)



IMPORTANT — PLEASE READ

This year's license renewal processing represents the initial phase of biennial licensing of bingo, lottery by pickle card, and lottery/raffle applicants. Nonprofit organizations whose tax exempt status is other than 501(c)(3) or (c)(4) of the Internal Revenue Code and volunteer fire departments will still be applying for renewal of their bingo, lottery by pickle card, or lottery/raffle licenses for the annual licensing period, October 1, 2001 through September 30, 2002. The enclosed computer-generated license renewal application for your nonprofit organization contains a watermark to identify the license renewal application is ANNUAL. We have also preprinted on the license application the section 501 tax exempt status of your organization based on the information which you provided our office with your original license application and information available to our office from the Internal Revenue Service. **BIENNIAL LICENSING OF YOUR ORGANIZATION WILL BEGIN WITH THE 2002-2004 LICENSING PERIOD COMMENCING OCTOBER 1, 2002.**

All applications to renew bingo and pickle card licenses must be submitted no later than August 15, 2001 unless the application applies only to a limited period bingo occasion or special function pickle card activity. An application for a lottery/raffle license must be submitted at least 30 days prior to the date the organization intends to begin selling tickets. Please make a copy of this application for your records. **IF YOU ARE NOT RENEWING YOUR LICENSE(S), PLEASE INDICATE NOT RENEWING ON THE LICENSE APPLICATION AND RETURN IT TO OUR OFFICE.**

Applications postmarked by the due date will receive priority. Any organization whose application is postmarked after the August 15, 2001, due date may not have a 2001-2002 license by October 1, 2001. Any organization not holding a 2001-2002 license on October 1, 2001, must cease all gaming activity until it has physical possession of such license. An administrative fine up to \$1,000 plus any financial benefit gained may be imposed on all applicants not filing their license renewal applications on time. **THE REQUIRED LICENSE FEES TO BE REMITTED ARE PRINTED ON EACH APPLICATION. PLEASE VERIFY THE CORRECT AMOUNT HAS BEEN INCLUDED WITH YOUR LICENSE APPLICATION.**

Enclosed are your 2001-2002 license renewal applications for bingo, lottery by pickle card, and lottery/raffle. In an effort to simplify the renewal process, we have preprinted on the applications a portion of the information that you have submitted on previous applications.

As you complete the applications, review carefully all of the preprinted information. If any of this information is incorrect, mark through the incorrect information and fill in the correct information. Please type or print legibly.

Information such as the bank account information and location of records for your organization has not been preprinted on the application. If any of that

information has changed, please include notification of these changes with your renewal applications.

The renewal applications are printed as one-part forms. This means that you must make a copy of the completed forms to retain in your records. **All bingo license applicants must also make a copy of the completed forms to submit to the local city or county clerk in order to obtain the required local bingo permit.**

As you complete your renewal application, please refer to this pamphlet for additional instructions. Please indicate on your license application the name and daytime telephone number of an individual for our office to contact regarding the completion of the license application.

For All Licensees

Type of License: Preprinted in this area is the type of license(s) currently held by your organization. If you intend to renew the license(s), please check the box **Renew**. If you do not intend to renew the license(s), please check the box **Not Renewing**. If you renew a lottery/raffle license, please complete and attach the Lottery/Raffle Supplemental Questionnaire. If you are applying for a lottery/raffle special permit, indicate the beginning and ending dates of the special permit (not to exceed three consecutive calendar months).

Type of License	Renew	Not Renewing
Class I Bingo (\$15 License Fee)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Class II Lottery by Pickle Card (\$150 License Fee) ..	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lottery/Raffle (\$15 License Fee)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lottery/Raffle Special Permit (\$10 Fee)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Complete and attach Lottery/Raffle Supplemental Questionnaire

An organization may obtain one special permit for each twelve-month period commencing October 1 of each year. If you are renewing a lottery/raffle special permit, you must also renew your lottery/raffle license. Indicate below the beginning and ending dates for your lottery/raffle special permit, not to exceed three consecutive calendar months. If the dates for the special permit have not been finalized, you may apply for the special permit at a later date. It must be at least 30 days prior to the date ticket sales will begin.

Beginning Date 10/15, 2001 Ending Date 12/19, 2001

If you intend to upgrade your bingo or pickle card license from Class I to Class II, or if you want to apply for another gaming activity license for which you are not currently licensed, you must contact Charitable Gaming Services to obtain the necessary applications or visit our Web site at www.nol.org/revenue and click on "Charitable Gaming ." This application is for renewal purposes only.

Utilization of Funds Members: A separate license application has been printed for each individual currently licensed as a utilization of funds member for your organization. If you intend to renew the license, please check the box **RENEW**. If you are not renewing that individual's license, please check the box **NOT RENEWING**.

Utilization of Funds Members	Renew	Not Renewing
555-55-5555 Jones/Mary 1234 South 85th Omaha, NE 69853	<input checked="" type="checkbox"/>	<input type="checkbox"/>

An applicant for a utilization of funds member license must be an active and bona fide member of the licensed organization for at least one year prior to applying for this license. **If you intend to license a new individual as a utilization of funds member, a Nebraska Application for Utilization of Funds Member, Form 50H, must be**

completed and submitted. Please contact Charitable Gaming Services to obtain this application or visit our Web site.

There is a \$20 license fee for each utilization of funds member license.

Each individual renewed as a utilization of funds member must sign the application in the space provided and complete the questions regarding his or her criminal history. If this information is not completed, the renewal application will be returned. Each application must also be signed by an officer of your organization other than the applicant.

Organization Officers: In the space provided, indicate the social security number, name, address, date of birth, title, and daytime telephone number of each individual currently holding an executive or administrative office within your organization. If additional space is required, please attach a list with all of the necessary information. **You must provide the names of at least three officers. DO NOT USE UTILIZATION OF FUNDS MEMBER, SALES AGENT, OR GAMING MANAGER AS TITLES. THESE ARE TYPES OF LICENSES ISSUED BY CHARITABLE GAMING SERVICES.**

Organization Officers		
Social Security Number	Name, Address City, State, Zip Code	Date of Birth
<u>444-44-4444</u>	<u>Sanchez/Jose</u> <u>123 Fourth St.</u> <u>Omaha, NE 68000</u>	<u>9/3/1953</u>
Title <u>President</u>		
<u>333-22-4444</u>	<u>Doe, Jane</u> <u>456 Seventh St.</u> <u>Omaha, NE 68000</u>	<u>8/5/1972</u>
Title <u>Secretary</u>		

At least one of the officers identified on this application must sign the application in the space provided.

For Bingo License Renewals Only

Bingo License Information Form: Preprinted on this application is the information that is on file with Charitable Gaming Services regarding your organization's bingo occasions. If any of the preprinted information has changed, please mark through the incorrect information and fill in the new information.

Any changes in bingo location and changes in days and/or times of your bingo occasions that occur during the license year must be approved by Charitable Gaming Services. Thirty days' written advance notification of the changes must be provided to Charitable Gaming Services.

Bingo Chairperson: An organization licensed to conduct bingo must designate one member of the organization as its **bingo chairperson**. In the space provided on the renewal application, provide the social security number, name, address, and date of birth of the individual you have chosen to be your bingo chairperson. You must also indicate the number of years that this individual has been a member of your organization.

Bingo Chairperson			
Social Security Number	Name, Address	Date of Birth	Years a Member
<u>123-45-6789</u>	<u>Smith/Ann</u> <u>1111 Bingo Blvd.</u> <u>Omaha, NE 69888</u>	<u>1/2/55</u>	<u>10 yrs.</u>

The bingo chairperson must sign the form in the space provided.

Gaming Managers: A separate license application has been printed for each individual currently licensed as a gaming manager for your organization. If you intend to renew the license, please check the box **RENEW**. If you are not renewing that individual's license, please check the box **NOT RENEWING**.

Each individual renewed as a gaming manager must sign the application and complete the questions regarding his or her criminal history. If this information is not completed, the renewal application will be returned. Each application must also be signed by a utilization of funds member of your organization. There is a \$50 license fee for each gaming manager license renewed. If you intend to license a new individual as a gaming manager, a Nebraska Application for Gaming Manager, Form 50C must be completed and submitted. Fingerprint cards and the proper fees must also be filed with the Nebraska State Patrol by each new gaming manager applicant. Please contact Charitable Gaming Services to obtain the necessary forms.

Gaming Manager		Renew	Not Renewing
828-88-8288	Lee/Tommy 1756 L Street Omaha, NE 69888	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Local Bingo Permit: A copy of the application and a \$10 fee must be submitted to the city or county clerk in order to obtain the additional local permit which is required by law.

For Class II Pickle Card Licensees Only

Pickle Card Sales Agents: A separate license application has been printed for each individual currently licensed as a sales agent for your organization. If you intend to renew the license, please check the box **RENEW**. If you are not renewing that individual's license, please check the box **NOT RENEWING**. Each individual whose license will be renewed must sign the application and complete the questions regarding any commissions to be received and the questions regarding his or her criminal history. Each application must also be signed by a utilization of funds member of your organization. If this information is not completed, the renewal application will be returned. There is a \$50 license fee for each sales agent license renewed. If you intend to license a new individual as a sales agent, a Nebraska Application for Sales Agent, Form 50E must be completed and submitted. Fingerprint cards and the proper fees must also be filed with the Nebraska State Patrol by each new gaming manager applicant. Please contact Charitable Gaming Services to obtain the necessary forms.

Pickle Card Sales Agent		Renew	Not Renewing
555-55-5555	Smith/John 1234 Sweet Ln Lincoln, NE 68501	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Authorization For Pickle Card Operators: A separate application has been printed for each pickle card operator who is currently authorized to sell pickle cards for your organization. If you intend to renew the authorization, please check the box **RENEW**. If you are not renewing the authorization, please check the box **NOT RENEWING**. **The authorization must be signed by an owner, partner, member, or officer of the pickle card operator, and a utilization of funds member of your organization.**

Pickle Card Operator		Renew	Not Renewing
9876543	Frank's Bar 1234 Husker Ave. Omaha, NE 69888	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Mail the applications and appropriate fees to the NEBRASKA DEPARTMENT OF REVENUE, CHARITABLE GAMING SERVICES, P.O. BOX 94855, LINCOLN, NE 68509-4855

Licensing Restrictions

The Nebraska Bingo Act, the Nebraska Lottery and Raffle Act, and the Nebraska Pickle Card Lottery Act set forth various licensing restrictions which are intended to prevent an individual from having different licensing responsibilities within the same organization or among several different organizations. Included are the following restrictions:

Gaming Manager

An individual licensed as a **gaming manager** cannot be designated as a **bingo chairperson** or **alternate bingo chairperson** nor can an individual licensed as a gaming manager hold any other type of license issued under the Nebraska Bingo Act, the Nebraska Lottery and Raffle Act, and the Nebraska Pickle Card Lottery Act. (**Section 9-232.01(6) of the Nebraska Bingo Act**)

Utilization of Funds Member and Sales Agent

An individual licensed as a **utilization of funds member** cannot be licensed as a **sales agent** nor can an individual licensed as a **utilization of funds member** hold any other type of license issued under the Nebraska Bingo Act, the Nebraska Lottery and Raffle Act, and the Nebraska Pickle Card Lottery Act. However, an individual licensed as a **utilization of funds member** may be designated as a **bingo chairperson** or **alternate bingo chairperson**. (**Section 9-232.01(7) of the Nebraska Bingo Act and Section 9-329(2) of the Nebraska Pickle Card Lottery Act**)

An individual licensed as a **utilization of funds member** or **sales agent** cannot be an owner, partner in a partnership, member in a limited liability company, or corporate officer

or director of a business licensed as a pickle card operator or have any interest, directly or indirectly in a business licensed as a pickle card operator. (**Section 9-329.03 (3) of the Nebraska Pickle Card Lottery Act and Regulation 35-309.09 of the Pickle Card Regulations**)

An individual licensed as a **sales agent** who is an officer, trustee, or on the board of directors or governing committee of the licensed organization for which he or she will be licensed as a sales agent cannot receive any commission, salary, or other compensation for his or her work as a sales agent. However, reimbursement for reasonable and necessary expenses incurred by the sales agent is permissible to the extent the licensed organization does not exceed on an annual basis the overall eight percent of definite profit expense limitation. (**Section 9-329.01 of the Nebraska Pickle Card Lottery Act and Regulation 35-308.03A of the Pickle Card Regulations**)

If you potentially have any of these conflicts, please contact Charitable Gaming Services to determine the options you have to resolve it. Failure to disclose a material fact to the department relative to your license application may be considered grounds for denial of your license application.

WHO TO CONTACT FOR TOLL FREE 1-877-564-1315

Audits, Annual and Quarterly Reports, and Tax Returns

Gerald Otoupal	471-5940
Gene Weiner	471-5953
Monte Dietrick	471-5952
David Allen (Omaha)	595-3179
Paul Linnell (Omaha)	595-3059

Licenses, Permits, and Authorizations

Carri Fitzgerald	471-5949
Mary Gropp	471-5939
Gail Ross	471-5955

Forms, Statutes and Regulation Booklets

Carri Fitzgerald	471-5949
Mary Gropp	471-5939

GAME CONDUCT

Bingo Class I:

Deb Weber	471-5944
Steve Schatz	471-5943

Bingo Class II:

Gerald Otoupal	471-5940
Steve Schatz	471-5943

Pickle Card Class I, II, and Pickle Card Operators:

Deb Weber	471-5944
Steve Schatz	471-5943

Lotteries and Raffles:

Deb Weber	471-5944
Steve Schatz	471-5943

County/City Licensing:

Carri Fitzgerald	471-5949
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County/City Game Conduct:

Linda Knox	471-5945
Steve Schatz	471-5943

County/City Lottery Audit and Tax Returns:

Gerald Otoupal	471-5940
Pete Andersen	471-5936

Gift Enterprises:

Steve Schatz	471-5943
Deb Weber	471-5944

Pickle Card Dispensing Devices: Registration and Decals:

Carri Fitzgerald	471-5949
Mary Gropp	471-5939

Bingo and Pickle Card Manufacturers and Distributors:

Deb Weber	471-5944
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Bingo Commercial Lessors:

Gerald Otoupal	471-5940
Steve Schatz	471-5943

Investigations, Complaints, and Fingerprinting:

Greg Schnasse	471-5941
Mike Olsen	471-5948

Inspections:

Kim Nelson	471-5947
Gerald Otoupal	471-5940

Legal Proceedings:

Jean Angell	471-5684
Linda Bowers	471-6193